

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, JULY 29, 1999  
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair  
Bernie Heier  
Linda Steinman  
Bob Workman

Commissioners Absent: Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer  
Dave Johnson, Deputy County Attorney  
Bruce Medcalf, Lancaster County Clerk  
Gwen Thorpe, Deputy County Clerk  
Melissa Koci, County Clerk's Office

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF TUESDAY, JULY 13, 1999  
AT 8:15 A.M. & 2:30 P.M. AND THURSDAY, JULY 15, 1999**

**MOTION:** Steinman moved and Heier seconded approval of the staff meeting minutes. On call Heier, Workman, Steinman and Campbell voted aye. Hudkins was absent. Motion carried.

**18 AGENDA ITEMS FOR COUNTY BOARD MEETING OF AUGUST 3, 1999**  
a. Appointment of Jodi Nelson as Chief Deputy of the Juvenile Division of the Lancaster County Attorney's Office at a Salary of \$70,000, effective August 5, 1999

Gary Lacey appeared and reported that Linda Porter, who has been a deputy in the County Attorney's Office, has recently been appointed by the Governor to be a Juvenile Court Judge and her last day is August 4, 1999. Lacey said he has chosen Jodi Nelson to be the Chief Deputy of the Juvenile Division and he is proposing that she start on August 5, 1999 at a salary of \$70,000. He said the item will be on the agenda at the Tuesday, August 3, 1999 Board meeting.

**4 BOARD OF CORRECTIONS QUARTERLY MEETING - Mike Thurber,  
Corrections Director**

(Separate Minutes)

## **2 ADDITIONS TO THE AGENDA**

- a. Request From the County Sheriff to Hire an Additional Employee for the Civil Division
- b. Computer Request #99194 From District Court in the Amount of \$933.50 to Purchase Software Out of Their Budget

**MOTION:** Heier moved and Steinman seconded approval of the additions to the agenda. On call Workman, Steinman, Heier and Campbell voted aye. Motion carried.

## **5 REQUEST FOR PROPOSALS FOR GENERAL ASSISTANCE PHARMACY SERVICES** - Susan Klein, Health & Human Services; Pat Lopez, Health Department; Kathy Smith, Purchasing Department and Dave Kroeker, Budget & Fiscal Officer

Kathy Smith, Purchasing Department, appeared and submitted documentation regarding the Request for Proposals for County Pharmacy Services (Exhibit 2). Smith indicated the request for proposals will address the pharmacy needs for the following programs: County General Assistance, County Corrections, Juvenile Attention Center and Community Mental Health.

Pat Lopez, Health Department, appeared and reported in 1995, Lancaster County expended \$67,000 for pharmaceutical services and in 1998 it was \$126,865. She said by February of 1999, Lancaster County over-expended by 20% in the pharmacy amount. Lopez indicated a lot of the costs are due to the fact that a lot of the medication being used is not generic.

Lopez also indicated all pharmacies have a point of sale system now for Medicaid and they have a direct computer link so they can get on-line billing. She also reported the County estimates a budget of \$200,000 for pharmacy services for the 1999-2000 budget year.

Workman asked Smith why Lancaster Manor is not included in the program.

Smith noted Lancaster Manor had just gone out for a request for proposals for pharmacy services and because of the nursing home environment and the need for reporting medications they needed a separate RFP.

Workman asked Smith who got the bid for pharmacy services at Lancaster Manor.

Smith said NCS Health Care received the bid.

**MOTION:** Workman moved and Steinman seconded to proceed with the request for proposals for General Assistance. On call Heier, Workman, Steinman and Campbell voted aye. Motion carried.

## **6 DISCUSSION WITH MARSH, INC, BENEFITS CONSULTANT FOR LANCASTER COUNTY** - Steve Snyder and Gina Samland; Bill Kostner, City Risk Manager

Gina Samland, Marsh, Inc., appeared, distributed documentation regarding Marsh USA, Inc., which is an International Consulting and Risk Management firm (Exhibit 3) and briefly discussed the company.

Samland reported she spoke with Hartford Life Insurance Company regarding the County's Life Insurance coverage and they have agreed to renew the current rates which means there will be no increase in the basic life, dependent life and supplemental life coverages. She indicated Hartford has also agreed to change the renewal date from September 1, 1999 to January 1, 2000 to coordinate with the other benefit programs and they will guarantee the existing rates through January 1, 2002.

Samland said Lancaster County has paid in \$1,359,869 for premiums from January 1, 1999 through May 31, 1999 and during those 5 months there have been \$1,740,452 worth of claims submitted. She reported her company has asked United Healthcare to break down the claims into different benefit categories to determine if it is high prescription drug utilization, high in-patient hospital or large number of office visits. She also said if the claim activities tend to increase, there will more than likely be an increase in the rates for the County beginning January 1, 2000.

Snyder reported the utilization is high with every group with renewals being higher now than they have been in many, many years. He said he has seen more claims processed in the past 12 months than in the last 20 years of being in the health care insurance business because people are using the plans to a greater extent than they ever were before.

Workman asked about the area that is causing the most concern.

Snyder reported the use of prescription drugs has increased and the end result will probably be that the participant in the plan will end up paying a greater percentage of the cost of the drugs.

Campbell asked Snyder and Samland when they expect to come before the County Board again.

Samland indicated they will meet before the actual renewal offering is made by United Health Care and hopefully they will have additional information as to what particular benefit provisions are driving the costs to increase.

Campbell said something needs to be done to make the consumer aware that what they are doing may cost them more. She questioned whether or not the County Board needs to let Lancaster County employees know through the County Newsletter about increasing health costs.

Bill Kostner, City Risk Manager, indicated there are informational meetings held every other month to discuss health care and not very many people attend the meetings. He said he could hold a couple meetings where Healthwise handbooks are handed out and Samland and Snyder can attend.

Campbell stated she would like to see an article in the Employee Newsletter between now and October 1, 1999 that begins to prepare the employee for possible increases in health care.

**MOTION:** Workman moved and Heier seconded to prepare a small article for the Employee's Newsletter with Georgia Glass, Gina Samland and Steve Snyder. On call Steinman, Workman, Heier and Campbell voted aye. Motion carried.

Samland reported the Ameritas dental plan paid premiums are in excess of the paid claims and with the annual trend added on the County is looking at a potential 12.25% increase.

**7 QUARTERLY MEETING WITH CONVENTION AND VISITORS BUREAU -**  
Paul McCue, Lincoln Chamber of Commerce President; Mark Essman, Interim  
Convention & Visitors Bureau Director

Paul McCue, Lincoln Chamber of Commerce President, appeared and indicated Mark Essman, who has been operating as the Interim Convention & Visitors Bureau Director, is the best candidate for the Director position and he would like to name him the permanent Director of the Convention & Visitors Bureau.

Steinman indicated Essman aims to please and is very trustworthy and she supports McCue's choice.

Workman said he is very in favor of promoting within and noted Essman has been with the Chamber of Commerce for 10 years.

McCue reported the Board had some concerns about Lancaster County not being a part of the Lincoln Convention & Visitors Bureau name. McCue said other than the tax identification, everything says "Lincoln" on it.

Campbell said there are some items that should include Lancaster County on it like reports or some letters that are sent out, but for the most part just saying "Lincoln" is fine with the County Board.

Mark Essman appeared and indicated he has instructed his people to present themselves now as Lincoln, Nebraska representing Lancaster County.

Essman indicated the CVB is looking for outside sources of revenue to help subsidize National Roller Skating which needs to be paid up front and takes up 15% of the budget. He said it is the single biggest Convention/Association that Lincoln holds and every hotel room is booked for almost 3 weeks straight with Nationals. Essman reported he has met with the Nebraska Restaurant Association and will be presenting to their Board in September a potential rebate and/or coupon plan to get them to buy into possibly helping the CVB subsidize that, because outside the hotels they really benefit more than anyone else does in the community on a regular basis.

Essman reported he has been working on updating the website for the Lincoln Convention & Visitors Bureau and getting out requests for proposals to get it streamlined and get other service providers. He said his office is also focusing on the Nebraska Travel Writers Conference which will be in October and Lincoln is the host city for 300+ people.

Essman briefly discussed roller hockey and speed skating.

Campbell commented that there is something in the one year plan to asphalt the roads by Abbott Complex.

Essman noted Sinclair Hille & Associates was commissioned by the State Fair Board to do a long range strategic plan for the future of State Fair property and he said he met with one of the senior partners about two months ago to discuss possible convention center use or adjacent uses for the land.

Eagan reported he met earlier in the week about the Fasby vs. Gasby (Federal Accounting Standards Board vs. Government Accounting Standards Board) continuing controversy and he recommended that a large contingency fund be kept in the County Board's rather than pay the money to the CVB as depreciation. Also, allowing the CVB to accumulate a large reserve shows a profit and creates problems for their non-profit status.

## **8 MINIMUM ROAD STANDARDS - Larry Worrell, Lancaster County Surveyor; Dave Johnson, Deputy County Attorney**

Larry Worrell, Lancaster County Surveyor, appeared, distributed documentation regarding Resolution 99-1398 (Exhibit 4) and indicated that in April of this year the County Engineer was asked to change the wording, per the County Attorney, of two items regarding Minimum Road Standards of Platted and Dedicated Roads.

Worrell stated item b of Paragraph 10 of Resolution 2929 should be amended to read, "When streets and roads are located within a platted area where the average lot size is two (2) acres or less, but more than one-half ( $\frac{1}{2}$ ) acre, such roads shall be hard surfaced with six (6) inches of Type "A" asphaltic concrete as specified in Section 507 and Section 1007 of the State of Nebraska Department of Roads Standard Specifications for Highway Construction (1985)." Worrell also noted item d is an addition to Resolution 2929 which indicates "streets and roads in any area may be surfaced in a manner that exceeds the minimum standards for that area as established in subparagraphs (a), (b) and (c) above, provided that either (1) the surfacing complies with all of the standards applicable to any area of higher density or (2) the surfacing is approved in advance by the Board of the County Commissioners following a review and recommendation by the County Engineer."

Heier asked if the County requires the roads be paved at this time.

Worrell noted item a is when roads are located in a platted area where the average lot size shall be ½ acre and shall be in accordance with the City of Lincoln Standards. In section b when there are 2 acres or less they are to be asphalted in a rural section type road with ditches. Item c is all existing language with roads and subdivisions that do not conform to a or b and shall be surfaced with three inches of crushed rock and one inch of gravel.

## **2 ADDITIONS TO THE AGENDA**

- a. Request From the County Sheriff to Hire an Additional Employee for the Civil Division

The request was approved and no motion was taken.

- b. Computer Request #99194 From District Court in the Amount of \$933.50 to Purchase Software Out of Their Budget

Eagan indicated the software is WordPerfect 2000 with Dragon Naturally Speaking which allows a person to speak into a microphone and it does automatic transcription.

**MOTION:** Steinman moved and Workman seconded approval of the computer request from District Court. On call Heier, Workman, Steinman and Campbell voted aye. Motion carried.

## **9 ACTION ITEMS**

- a. Select Dates for Pre-HONI Training (How to Open a New Institution), August 23-25 or August 30-September 1, 1999

**MOTION:** Moved by Steinman and seconded by Workman to authorize Bernie Heier, Dave Kroeker and Kerry Eagan to attend the Pre-HONI Training on August 23, 1999 from 9 a.m. to 12 noon. On call Steinman, Workman, Heier and Campbell voted aye. Motion carried.

- b. Schedule Meeting with LIBA

The Board agreed that the following meetings with LIBA will be covered by the following Commissioners:

August 31, 1999 - Bob Workman and Bernie Heier  
September 28, 1999 - Linda Steinman and Larry Hudkins  
October 26, 1999 - Kathy Campbell and Bernie Heier  
November 30, 1999 - Bob Workman and Larry Hudkins

- c. Letters to Nebraska Department of Roads and Lincoln Public Works & Utilities Regarding Posting of Signs as Part of the "Keep Lancaster County Beautiful" Program

**MOTION:** Steinman moved and Heier seconded approval of the letters. On call Heier, Workman, Steinman and Campbell voted aye. Motion carried.

**10 CONSENT ITEMS**

- a. Authorize Kerry P Eagan to Sign Proxies for Fidelity Investments
- b. Request from Juvenile Court to Purchase Two (2) Computers from FY 1999-00 Budget

**MOTION:** Heier moved and Steinman seconded approval of the Consent Items. On call Steinman, Workman, Heier and Campbell voted aye. Motion carried.

**11 ADMINISTRATIVE OFFICER REPORT**

- a. Use of Alley South of Attention Center

Eagan indicated the alley gets a lot of use in association with the Attention Center and he has found that sometimes the driveway is blocked to Lancaster Manor so the alley has to be used.

Steinman said a friend of hers owns property that is rented out to people who live along the alley and the people who live there need to access the alley because their garages go out to the alley. She stated the City indicated to the tenant that they do not maintain alleys, they will not rock them and they will only blade it on a very extended schedule. The conclusion was that the owner would bring in his own rock, which he did, and the City went out and graded it.

Campbell suggested writing a letter to Jonathan Cook, City Council member, the rest of the City Council and the Mayor making them aware of a constituent concern which is inside the City of Lincoln.

Steinman said she would write the letter.

- b. Purchase of Polk's Directory

The County Board agreed that the County Commissioner's Office can borrow the County Clerk's Office Polk Directory if needed.

**9 ACTION ITEMS CONTINUED**

- d. Update of Disaster Recovery Plan

Eagan indicated the letter is from Doug Thomas and he is requesting Y2K representatives be appointed to each Department Head and he wants the letter on County Board letterhead and to be from the County Commissioners.

**MOTION:** Steinman moved and Workman seconded to authorize the letter to go out on County Board letterhead. On call Heier, Workman, Steinman and Campbell voted aye. Motion carried.

**11 ADMINISTRATIVE OFFICER REPORT CONTINUED**

- c. Mental Health Administrator

Eagan reported there were only 8 applicants for the Mental Health Administrator position and he questioned whether to interview the top 3 candidates or keep the position open for another 2 weeks.

Steinman suggested putting a salary range in the newspaper article.

Campbell suggested sending a letter to each applicant telling them the County Board did not receive very many applications for the Mental Health Administrator position, their application will be kept on file and the job will be readvertised to create a larger pool and should the status of the application change, the County Commissioner's Office should be notified.

The Board agreed to advertise the position in the Des Moines, Omaha and Minneapolis newspapers, including a salary range, and keep the position open until the end of August.

d. Agenda Items for October, 1999, NACO Convention

Campbell indicated the County Board received a letter from NACO asking for any topics that may be of any interest to the County Board to be discussed at the NACO Convention.

Workman reported he spoke with NACO regarding discussing Land Use issues.

Steinman suggested discussing Juvenile Issues and Boarding Contracts.

Heier said he would like to hear about the Junk Cars and Trash issues.

e. Downtown Senior Center Connection to Walkway

Campbell indicated the City has moved up the Downtown Senior Center connection to walkway and Lancaster County's portion is \$100,000.

Eagan reported Kroeker stated the monies would come out of the Juvenile Attention Furniture Fund for next year.

**MOTION:** Steinman moved and Heier seconded to authorize Dave Kroeker to find money in the budget to pay for the County's share of the walkway connection. On call Heier, Workman, Steinman and Campbell voted aye. Motion carried.

f. Attendance of Roger Figard Regarding RTSD Budget at County Board Staff Meeting on Tuesday, August 3, 1999

The Board agreed that the Railroad Transportation Safety District budget will be on the Tuesday, August 3, 1999 agenda.

### 13 DISCUSSION OF BOARD MEMBER MEETINGS

- a. Government Access & Information Committee - Steinman

Steinman reported the Board already received a report from Mark Essman, Lincoln Convention & Visitors Bureau, regarding updating the website. She also said the County has not yet appointed the web designers.

- b. Lancaster Manor Advisory Committee - Workman

Workman reported Lancaster Manor would like to invite the County Board to their next meeting for a tour of the facility which includes a luncheon and the time will be announced at a later date.

- c. Master Plan Steering Committee - Hudkins

Hudkins was absent.

- d. Information Services Policy Committee - Steinman

Steinman indicated the Board has already received information regarding the new Infobot automatic phone system for District Court.

- e. Budget Monitoring Committee - Campbell, Steinman

Campbell indicated Don Thomas, County Engineer, gave a report on the roads.

- f. Attention Center Advisory Committee - Heier

Heier reported there was not a meeting.

### **ADJOURNMENT:**

At the direction of the Chair, the meeting was adjourned.

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Bruce Medcalf  
Lancaster County Clerk